

Weekly Report for Week Ending  
4 November 1958  
from  
Forms Management Branch

1. Contributions

a. Tangible

1. Completed 31 actions requiring the printing of 279,255 copies or sets of blank forms. This represents an increase in the number of actions and a decrease in the number of copies compared to FY 59 weekly average of 27 actions and 420,000 copies.
2. Nine new and 16 revised forms were approved.
3. One form was obsoleted.

b. Intangible

25X1A9a

1. Employee Suggestion - "Standardization of Report Sizes." Discussed problems of standardization of report sizes raised by suggester, [REDACTED] Services Division, Construction Branch, ORR. Advised the suggester that Forms were not at fault. Defined the problem as one of primary concern to [REDACTED] and the Commerce Department with some possible involvement of Filing Systems noted. Advised the suggester on how to solve his problem and informed Suggestions Award Staff and Chief/RMS of this action. [REDACTED] 25X1A9a

FOIAb3b1

2. Supplied the Chief OL/SD/DSCS with a list of functional code numbers and the numbers assigned to the OPI's. He felt that this would be of help in filling requisitions. [REDACTED] 25X1A9a

2. Assignments Active

1. Five new and 25 revisions are pending.
2. Eight employee suggestions are pending.

25X1C4a

3. [REDACTED] project - Reviewed proposed OL catalog of overseas Forms. Corrected errors and recommended improvements in presentation method. [REDACTED] 25X1A9a

25X1A9a

25X1A8a

4. ✓ TD Information Reports and Systems - Developed in conjunction with Mr. [REDACTED] D/P, tentative revisions in the TD (Hot) Information Reports Forms. [REDACTED] 25X1A9a

25X1A8a

5. ✓ Dispatch Form Revision - Pending official package consideration of numerous recommendations by [REDACTED] D/P, I approved the re-printing of these forms.

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25X1C4a Recent indications from OL are that field stations are ordering [REDACTED] with ditto masters in excessive quantities. OL has been advised to ask for justification of amounts ordered.

25X1A9a

6. Security Staff - New Building Project continuing on schedule. Procedures and Work Flow charts being prepared [REDACTED]

7. Other projects progressing normally.

25X1A9a

3. News

25X1A9a

a. Started training sessions for Mr. [REDACTED] ORR. He will concentrate on forms improvement in ORR under direction of Mr. [REDACTED] will be here  $\frac{1}{2}$  day per week.

25X1A9a

b. I attended a 3 day AMA Orientation Seminar on Forms Design and Control in New York City. Fifty one people from American and Canadian industry and government attended.

c. Final returns have been made for the United Givers Fund. The Management Staff had 100% participation [REDACTED] its quota by 15%. The total collected was \$774.00. The final report on Public Service Aid Society Campaign will be made later.

25X1X8

25X1A9a

d. Mr. [REDACTED] attended the NOMA Conference at Maryland University.

25X1A9a. Miss [REDACTED] was promoted to GS-11.

25X1A9a



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